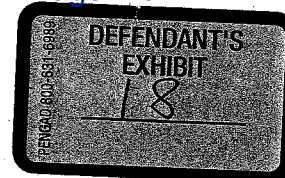




THE CITY OF DOTHAN

EMPLOYEE JOB PERFORMANCE EVALUATION FORM



NAME		PERIOD COVERED	TYPE		STATUS CODE
BRACKIN MARY E		01-28-2002	E		CB
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)		
416-17-1297	JUDICIAL DEPARTMENT				
JOB TITLE		HIRE DATE	STATUS DATE	ANN DATE	
00010 MAGISTRATE		05-01-1992	04-22-2001	PT	05/01

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL	
SECTION I	
BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE	CHECK APPROPRIATE RATING
TASK 1: COMMENTS	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 2: COMMENTS	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 3: COMMENTS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
TASK 4: COMMENTS	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 5: COMMENTS	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 6: COMMENTS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/>
TASK 7: COMMENTS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
TASK 8: COMMENTS	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
TASK 9: COMMENTS	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 10: COMMENTS	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
NUMBER OF TASKS RATED ON: 7	TOTAL RATING SECTION I 15

SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH FACTOR. 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

QUALITY OF WORK
COMMENTS:*Mary Beth handles on
emergency items & work well*

1

2

3

☐☐☒INITIATIVE
COMMENTS:*Mary Beth works well on her
own*

1

2

3

☐☒☐COOPERATION
COMMENTS:

1

2

3

☐☐☐SAFETY CONSCIOUSNESS
COMMENTS:

1

2

3

☐☐☐QUANTITY OF WORK
COMMENTS:

1

2

3

☐☐☐JOB KNOWLEDGE
COMMENTS:

1

2

3

☐☐☐DEPENDABILITY
COMMENTS:*Mary Beth is very dependable*

1

2

3

☐☒☐DEALING WITH THE PUBLIC
COMMENTS:

1

2

3

☐☐☐RECORD THE NUMBER OF TASKS
RATED ON IN SECTION II HERE :

3

RECORD TOTAL RATING
FOR SECTION II HERE :

7

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING		TASKS			HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION I	* 16		7			
SECTION II	+ 7		3			
TOTAL	= 22	÷	10	=	2.2	
					TOTAL SCORE	

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

PERFORMANCE EVALUATION INFORMATION

AUTHORITY:	(1) CIVIL SERVICE ACT, SECTION 9, PERSONNEL DIRECTOR (2) PERSONNEL RULES AND REGULATIONS VII - JOB PERFORMANCE EVALUATIONS	
EMPLOYEE STATUS CODES:	CA - REGULAR FULL TIME CB - PROBATIONARY FULL TIME CC - PART TIME	
TYPES OF PERFORMANCE EVALUATIONS:	<p>ANNUAL TYPES: G - ANNUAL PERFORMANCE EVALUATION</p> <p>6 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) C - PROBATION II/REGULAR STATUS (END OF SECOND 3 MONTHS)</p> <p>12 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) D - PROBATION II (END OF SECOND 3 MONTHS) E - PROBATION III (END OF THIRD 3 MONTHS) F - PROBATION IV/REGULAR STATUS (END OF FOURTH 3 MONTHS)</p> <p>*SECTION 7-40 TYPES: SA - END OF FIRST TWO MONTHS SB - END OF SECOND TWO MONTHS SC - END OF THIRD TWO MONTHS</p> <p>*PERSONNEL RULE 7-40</p>	
DEFINITION OF PERFORMANCE LEVELS	UNSATISFACTORY	PERFORMANCE CONSISTENTLY FAILS TO MEET JOB REQUIREMENTS
	SATISFACTORY	PERFORMANCE CONSISTENTLY MEETS JOB REQUIREMENTS
	EXCEPTIONAL	PERFORMANCE CONSISTENTLY EXCEEDS JOB REQUIREMENTS
DEFINITION OF SECTION II FACTORS	QUALITY OF WORK	EXTENT TO WHICH WORK IS ACCURATE; COMPLETE, TIMELY, THOROUGH, ERROR FREE, ORGANIZED, ETC.
	INITIATIVE	EXTENT TO WHICH EMPLOYEE IS A SELF STARTER, TAKES RESPONSIBILITY IN COMPLETING WORK WITHOUT BEING DIRECTED; SEEKS TO IMPROVE WORK METHODS OR PROCEDURES.
	COOPERATION	EXTENT TO WHICH EMPLOYEE SHOWS INTEREST IN AND ENTHUSIASM FOR WORK; TEAM SPIRIT; COOPERATIVE WITH COWORKERS AND SUPERVISOR(S).
	SAFETY CONSCIOUSNESS	AWARE OF SAFE WORK PRACTICES; DEMONSTRATES SAFE WORK PRACTICES AND EXHIBITS UNDERSTANDING OF IMPORTANCE OF SAFETY IN PERFORMANCE OF ASSIGNMENTS.
	QUANTITY OF WORK	AMOUNT OF WORK PERFORMED TO ACCOMPLISH JOB TASKS IN A TIMELY AND ACCURATE MANNER.
	JOB KNOWLEDGE	EXTENT TO WHICH EMPLOYEE EXHIBITS UNDERSTANDING OF FUNDAMENTAL PRINCIPLES AND PRACTICES ASSOCIATED WITH THE JOB AND THE ACTIONS NECESSARY TO APPLY THEM TO ACCOMPLISH JOB.
	DEPENDABILITY	RELIABLE, PUNCTUAL, GOOD ATTENDANCE, MEETS DEADLINES WITHOUT SACRIFICING ACCURACY OR QUALITY; CARRIES ASSIGNMENTS THROUGH TO COMPLETION.
	DEALING WITH THE PUBLIC	EXTENT TO WHICH EMPLOYEE EFFECTIVELY INTERACTS WITH PUBLIC AND CUSTOMERS IN PERFORMANCE OF DUTIES.

SECTION III (CONTINUED FROM PAGE 2)

EVALUATING SUPERVISOR'S COMMENTS:

May Bell has had some problems
 anyone adjusting to a new job but overall has
 been doing well. Her attitude toward the job
 and coworkers and supervisor will continue to improve.

EVALUATING SUPERVISOR SIGNATURE

DATE

2-22-02

SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL.

REVIEWER'S COMMENTS:

Concur.

REVIEWER'S SIGNATURE

DATE

2-22-02

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES ☒ NO ☐

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE

A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

Agrees I can hope
 that May Bell's attitude toward the job
 and coworkers and supervisor continue so
 that I can recommend permanent status.

APPROVING AUTHORITY SIGNATURE

DATE

2-22-02

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:

I concur

DATE OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE

DATE

2-22-02

EVALUATING SUPERVISOR SIGNATURE

DATE

2-22-02

SECTION VII - TO BE COMPLETED BY PERSONNEL

DATE / TYPE OF NEXT EVALUATION: DATE	4-8-02	TYPE:	F
SCORE	220 (7333)	AVERAGE	68.89
STATUS CODE			
REGULAR STATUS EFFECTIVE DATE		AS400	mm